

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF MONDAY, NOVEMBER 10, 2014
DRAFT MINUTES**

CALL TO ORDER: The meeting was called to order at 7:20 p.m. with Chairman Walter Gillette presiding. Trustees present: Marjorie Clarke, Nancy Donoghue, Bonita Hansen, Michael Leonard, Richard Matos, and Patricia McGarry. Trustees absent: Rowena Okie, David Owen, and Friends President Sue-Ann Uccello. Also present: Library Director Robert Simon and Head of Children's Services Heather Baker.

PUBLIC FORUM: No one from the public was present.

APPROVAL OF MINUTES: Upon a MOTION by Ms. Clarke and a SECOND by Ms. Donoghue, the minutes of the regular meeting of October 14, 2014 were approved unanimously as presented.

LIBRARY DIRECTOR'S REPORT: The Library Director's written report for October 2014 was emailed to the trustees earlier. This evening, Mr. Simon commented on the significant events of the prior month. For instance, 52 patron programs during October attracted 723 participants. Many of these events were successful, but he noted in particular the teen "comic and fandom fest" on October 18. Fifty-five teens attended this popular and lively four-hour event. Some of the monthly statistics for the chart on page 4 still have not been received because the reports module in Sierra is difficult to interpret, but these will be forthcoming. Total circulation appears to have been 12,145, but that is an unofficial figure as of now. The door count is down but website visits are up. Loans of our items sent out to other libraries throughout the consortium and around the state have increased by a remarkable 250% over the past year, representing a great deal of staff time. Circulation of electronic materials has nearly doubled. So, some statistical news was down and some was up. After discussion, the library director's report was placed on file for future reference.

COMMUNICATIONS: There were no communications.

APPROVAL OF FINANCIAL REPORT: The operating budget and the two Gift Fund reports (income and expenses) for October were reviewed. Upon a MOTION by Mr. Matos and a SECOND by Ms. McGarry, these reports were approved unanimously as presented.

COMMITTEE REPORTS: **(a) Friends of the Canton Public Library:** Ms. Uccello was not present tonight. In her absence, Mr. Simon noted that the Friends celebrated their 50th anniversary with a member luncheon on November 8. Also, the Friends held a special sale of paperback books for three weeks during October, they will be holding their annual holiday book sale from Thanksgiving through New Year, and again they will be selling "Taste" books as a holiday fundraiser. **(b) Long Range Plan Committee:** Further activity is tabled until a new library director is on staff.

OLD BUSINESS: **(a) Adult Services Librarian Position Approved:** On October 22, the Board of Selectmen approved a new job description for Elizabeth Van Ness. Not only was our proposed job description for this position adopted without change but also her new title was accepted. "Reference Librarian" has been changed to "Adult Services Librarian." **(b) New Library Director – Hiring Process**

**TOWN OF CANTON, CONNECTICUT
CANTON PUBLIC LIBRARY
LIBRARY BOARD OF TRUSTEES
REGULAR MEETING OF MONDAY, NOVEMBER 10, 2014
DRAFT MINUTES – PAGE 2**

Update: The deadline for applications is November 25. The position is advertised on a number of library professional job sites, plus on the town website. Methods for screening applicants and interviewing finalists were discussed at length. **(c) New Head of Technical Services – Hiring Process**

Update: The deadline for applications is November 25. The position is advertised on the Connecticut Library Consortium job line, where most librarians would check first, and on the town website. The “split” nature of the position (30 hours working for the library and 10 hours working for Town Hall as technology support specialist) is being continued when the new hire is on staff. The salary range is \$55,000 to \$60,000.

NEW BUSINESS: (a) Budget Proposal, FY 2015-16: Mr. Simon asked for input on the ensuing year’s budget proposal, which is due at Town Hall soon. The trustees and Ms. Baker provided several ideas. When it comes to technology upgrades, Mr. Simon will need advice from Mr. Delaura. The board suggested that we ask Mr. Delaura to speak with Mr. Simon on a contractual basis, if necessary. New funding ideas are due at Town Hall on November 26, and the operating budget proposal is due on December 12. **(b) Interim Period between Directors:** Mr. Simon noted that it is extremely unlikely that a new director will be hired in time for him to meet with that person and explain procedures for many management tasks. Therefore, he will have to train existing staff to take over some of these jobs until a new director is here. **(c) Library Website:** Tabled.

OTHER BUSINESS: Mr. Simon noted that State Representative LeGeyt will be on hand at the start of our next meeting to present Adult Services Librarian Elizabeth Van Ness with a special citation honoring her for 30 years of service to this library. Mr. Simon has asked members of the Friends and the staff to attend this event, as well.

ADJOURNMENT: Upon a MOTION by Ms. McGarry, the meeting adjourned at 8:51p.m.

Patricia McGarry
Secretary